

18 OCT 1984

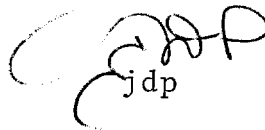
MEMORANDUM FOR: ISB Secretaries

SUBJECT: ISB Seminar, Request for Funds

1. For future Industrial Security Seminars, prepare Form 281, Request for Advance of Funds, along with the memo requesting approval to incur expenses under

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2. This is to ensure that ISB has the funds on hand when the bills for coffee and donuts and the cocktail party come due.


jdp

NOTE: To facilitate the process of obtaining the funds for the seminar, D/Sec signature is not necessary. (Unless he personally will pick up the money)

MEMORANDUM FOR: Manager, Executive Dining Room, LSD/OL
3E14 Headquarters Building

It is requested that the Executive Dining Room be reserved
for:

SPONSOR:

[Redacted Box]

DD/PTAS/OS
Component

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Date: 16 October 1984

Time: 5:30 p.m. - 7:30 p.m.

Occasion: Industrial Security Seminar

Membership
Account No.

22285

Menu Selection No. 4 at \$7.00 per person.

(If party is held in Cafeteria an additional \$.50 per person charge
will be added.)

Number of People

65 54

[Redacted Box]

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- (1) A minimum number of 40 people attending any party in the Executive Dining Room must be guaranteed. Checks must be made payable to Executive Dining Room Fund.
- (2) The sponsor for the party will be billed for the number of people specified. Should a lesser number of personnel than stated above attend the function, no adjustment in the total price will be made unless the Executive Dining Room is notified at least 48 hours before the party.
- (3) The sponsor is obligated to provide security escorts for non-Agency guests and is responsible for the conduct of all those in attendance.
- (4) The sponsor is requested to have attendees vacate the Dining Room by 7:30 p.m. to avoid additional overtime charges for the party. If foreign nationals are in attendance contact the Office of Security on extension

[Redacted Box]

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Executive Dining Room

BUFFET MENUS

STAND-UP BUFFET

from 5:30 – 7:30 p.m.

All with Open Bar except Menu No. 7

<p>No. 1 \$4 per person</p> <p><i>Oven Fried Wingettes</i> <i>Barbeque Franks</i> <i>Tuna Salad Spread</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Chips and Dip</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. (4) \$7 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Chicken Livers Wrapped with Bacon</i> <i>Barbeque Franks</i> <i>Sliced Roast Beef</i> <i>Sliced Ham</i> <i>Crab Spread</i> <i>Sliced Cheese</i> <i>Stuffed Mushrooms</i> <i>Relish Tray</i> <i>Chips and Dip</i> <i>Assorted Breads</i> <i>Crackers</i> <i>Nuts</i></p>
<p>No. 2 \$5 per person</p> <p><i>Oven Fried Wingettes</i> <i>Swedish Meatballs</i> <i>Tuna Salad Spread</i> <i>Assorted Finger Sandwiches</i> <i>Relish Tray with Deviled Eggs</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 5 \$8 per person</p> <p><i>Steamship Round Carved on the Buffet Line</i> <i>(Served w/minimum of 75 persons)</i> <i>Bottom Round Beef Carved on the Buffet Line</i> <i>(Serves up to 75 persons)</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Oven Fried Chicken Wingettes</i> <i>Crab Claws</i> <i>Crab Spread</i> <i>Stuffed Celery and Deviled Egg Tray</i> <i>Relish Tray</i> <i>Chips and Dip</i> <i>Party Rolls</i> <i>Crackers, Nuts</i></p>
<p>No. 3 \$6 per person</p> <p><i>Oven Fried Chicken Drumettes</i> <i>Sweet and Sour Pork Tenderloin</i> <i>Sliced Beef with Party Rolls</i> <i>Relish Tray with Deviled Eggs</i> <i>Stuffed Mushrooms</i> <i>Cheese Tray</i> <i>Chips and Dip</i> <i>Crackers</i> <i>Nuts</i></p>	<p>No. 6 Price based on menu selection</p> <p><i>Special menus can be provided for any type function.</i></p> <hr/> <p>No. 7 \$6 per person</p> <p><i>Wine and Cheese Party</i> <i>(No Open Bar)</i></p>

3 to 5 months before seminar

- 1) Memo to Central Registration Branch, OTE, for room reservation. (ON FILE)
- 2) Memo to C/LSD/OL for Executive Dining rm for first night of seminar.
 (double check with [redacted] (ON FILE)

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2 months before seminar

- 1) Make up tentative schedual
- 2) Contact D/OS for finalized schedual & audience
- 3) Contact OD&E or OL/SS and request list of attendees. Have them submit list of attendees, their social security numbers, companies. Should be submitted to ISB as soon as possible.

One month before seminar

- 1) Memo to Agency executive Director requesting Money. (ON FILE)
- 2) Memo to Agency Executive Director requesting talk at seminar. (ON FILE)
- 3) Firm up schedual & speakers (ask speakers for visual aid requirements)
- 4) Contact GTI [redacted] re coffee/donuts. (Note ISB to buy Decaf and tea....Oct 83 conference used approximately 8 gal of coffee & 7 doz donuts daily). Use tax exempt # of Agency to save \$.

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3 weeks to seminar

- 1) Memo to HSB which lists attendees and requests; a) compound admittance on seminar dates b) VIP parking for attendees c) visitor escort badges (Prior to seminar double check with JOY in reception area for badges) (ON FILE)
- 2) Memo to HSB requesting VIP parking for ISB during seminar. (On File)
- 3) Contact Levi and/or Vi for stanchions/room dividers. Will need 8 rm dividers if in 1A07 & approximately 4 stanchions with 3 lengths of rope...one 12' & 2 6' pieces
- 4) Drop off attendee list to IN&CB for ticket certification.
- 5) Contact Security Services (1E4809) for menu boards. One to be placed at main entrance & one in front of class room. (should say Industrial Security Seminar & list dates.
- 6) Reserve area in North Cafeteria for attendee lunches.
- 7) Buy notebooks for attendees (Ginns)...\$ from PTAS petty cash
- 8) Obtain cart for Hq transportation of materials...use FPO cart/duty office.
- 9) Distribute flyer re cocktail party
- 10) Set up notebooks to include a) agenda b) critique c) common audit recommendations d) audit outline e) items needed prior to audit
- 11) Make up ID cards for attendees, ISB members, applicable host security reps and all attendees to cocktail party. Color code attendees as to discussion groups with corresponding labels (color) on notebooks.
- 12) Set up conference room the night before. If 1A07 all technical difficulties to include VTR/Microphones etc [redacted]
- 13) Arrange for adequate escorts for attendee movement in Hq Bldg.
- 14) Two weeks before seminar drop off topics/themes list to D/OS office for distribution to [redacted] if he is talking at seminar. (ON FILE)
- 15)

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FOR RM 1E-78 (SMALL THEATER) - NEED LARGE PORTABLE TABLE (FOR COFFEE & DONUTS)
 LARGE TRASH CAN FOR THE FLAMMABLE COFFEE TRAYS.
 Approved For Release 2005/08/03 : CIA-RDP96B01172R001000080001-3 Oct 83